

Idaho Geothermal Energy Working Group

GROUP STRUCTURE

AND

OPERATING GUIDE



**Idaho Department of Water Resources
Energy Division
1301 N. Orchard St.
Boise, Idaho 83706**

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Idaho Geothermal Energy Working Group

Group Structure and Operating Guide

Formation of the Working Group

The Idaho Geothermal Energy Working Group is an organization comprised of representatives from federal, state and local governments, utilities, renewable energy advocates, geothermal energy industry, environmental organizations and other entities interested in the development of geothermal energy facilities in Idaho.

The Idaho Geothermal Energy Stakeholders Workshop hosted by Senator Larry Craig and sponsored by the Idaho National Engineering and Environmental Lab, Idaho Energy Division and others was held on May 31, 2001 at Boise state University. Following that workshop a group of interested participants met to discuss the formation of an Idaho Geothermal Energy Working Group. In this meeting the participants agreed to form a working group to help facilitate the continued development of geothermal energy resource in Idaho for various applications. The participants believe that geothermal energy technology can help meet future energy needs and offers potential rural and urban economic development opportunities. It was decided to form an ad hoc steering committee comprised of representatives from key organizations interested in the development of geothermal energy projects in Idaho. The primary task of the steering committee was to review the needs and barriers involved in the continued development of geothermal energy resources for various applications and to draft a strategic action plan.

After the strategic plan was drafted by the ad hoc steering committee, it was presented to the Idaho Geothermal Energy Working Group to further review the plan. The working group was also expanded to have a broader cross section of membership representing various entities interested in future development of geothermal resources in Idaho.

Mission

The mission of the Idaho Geothermal Energy Working Group is:

“To continue Idaho leadership in innovative development and effective utilization of the state’s geothermal heat resources for direct use, power generation and cascading applications.”

Memorandum of Understanding

The various stakeholders in Idaho have formed a coalition that could discuss the barriers associated with the development of geothermal energy facilities and implement actions to eliminate or reduce these barriers. The members have committed themselves to continue and enhance the development of geothermal energy resources in Idaho for various types of applications through a collaborative process among the stakeholders. The formal Memorandum of Understanding is presented in Table 1. The MOU also outlines the general responsibilities to which members agreed to commit.

Membership

To date the Idaho Geothermal Energy Working Group includes representatives from the public utility commission, the state energy office, the geothermal industries, universities, aquaculture and greenhouse industries, consumer, environmental, and renewable energy advocates, and other state and federal government agencies. These are the stakeholders that have an interest in promoting the development of geothermal energy resources in Idaho for various types of applications including district heating, greenhouse, aquaculture, space heating, power generation and others.

The list of member organizations and representatives initially invited to join the working group is presented in Table 2.

Facilitator

The Idaho Geothermal Energy Working Group is structured with a general membership and a facilitator. The overall function of the facilitator is to facilitate group meetings and oversee the implementation of the various objectives and action plans. The facilitator will also represent the group in national or regional state geothermal working group facilitators' meetings. The Energy Division presently serves as the group's facilitator. An Energy Division staff will initially serve as the group's secretary to record minutes of the meeting and to send notices to members. The role of the Idaho Energy division and the duties of the facilitator are presented in Table 3.

Working Sub-committees

It is necessary to form several working sub-committees to help carry out the mission and objectives of the Idaho Geothermal Energy Working Group. Each sub-group is comprised of a chairperson and several members. The sub-committee chairperson provides guidance and direction to the members. He/she is responsible for the actual organization and function of the sub-committee and reports to the Idaho Geothermal Energy Working Group on the progress of its activities. The sub-committee chairperson works closely with the IGEWG facilitator. The role of the sub-committee and the specific duties of the sub-committee chair are presented in Table 4.

Sub-committee work assignments are voluntary, but all parties are encouraged to participate to have an equitable distribution of work.

The current working sub-committees and their respective functions are as follows:

1. ***Education and Public Awareness*** – responsible for implementing Strategic Objective 1.
2. ***Promotion of Water Policies*** – responsible for implementing Strategic Objective 3.
3. ***Establishment of Laws and Policies*** – responsible for implementing Strategic Objective 4.
4. ***Technical Knowledge and Understanding*** – responsible for implementing Strategic Objective 5.
5. ***Financial Assistance*** – responsible for implementing Strategic Objective 6.
6. ***Innovative Use of Geothermal Energy*** – responsible for implementing Strategic Objective 7.
7. ***Electric Power Development*** – responsible for implementing Strategic Objective 8.

The list of initial chairs and members of the sub-committees is presented in Table 5.

Steering Committee

The steering committee comprises of the chair of the various sub-committees. Other targeted stakeholders with interest in geothermal energy development in Idaho can also be invited to be members of the steering committee. This committee will serve as an advisory body to the IGEWG facilitator. It will also help identify and seek funding from various sources (USDOE, NREL, Sandia Laboratory, BPA and other sources) to implement the various action plans and activities under the different objectives contained in the Strategic Plan.

The organizational chart of the Idaho Geothermal Energy Working Group is presented in Figure 1.

Meetings

The Idaho Geothermal Energy Working Group will meet regularly in order to coordinate and monitor the implementation of the group's goals, objectives and action initiatives. Special meetings may be called as needed. Periodic status reports from working sub-committees will also be made in these meetings. These meetings will also be an opportunity to get feedback and comments from stakeholders in the overall program progress and success in meeting the group's goals and objectives. Sharing of information and activities related to geothermal energy development is encouraged at these meetings.

Most meetings will be scheduled in Boise and hosted by any member organization, but meetings may be held in other locations in the state. They will be scheduled when there are significant geothermal energy-related events happening, such as geothermal seminars or workshops, project tours, etc. These meetings will generally be scheduled every three months, as appropriate.

Group Decision Process

The working group's collaborative process should operate by consensus. However, if differences arise, decisions can be made by majority vote. Each stakeholder organization is limited to one vote in decision-making matters.

If there are contentious issues being addressed by the group and decisions are not made by consensus, and these decisions may contradict the policy of other organizational members, such members should not be included in supporting and pursuing these issues or decisions. Other members are encouraged to pursue critical issues individually if it is clear that group consensus is not possible.

Records and Reports

Minutes of official meetings of the IGEWG will be recorded. The Energy Division will provide a support staff, if available, to record the minutes of the meeting. If this help becomes unavailable, other members will serve as the recorder. Draft minutes of previous meetings will be mailed to members with the meeting notices and agendas. Such minutes will be presented for correction and approval during the following meeting. Minutes will also be posted in the Idaho Geothermal website as appropriate.

The Idaho Geothermal Energy Working Group may develop and publish an annual report for the Working Group membership. The annual report may highlight the accomplishments and activities of the Working Group from July to June. The report may also include members' experiences in the promotion, education, project planning and implementation, policy development and other geothermal energy-related activities.

Communication

Meeting notices, agendas, minutes, and background materials for the IGEWG will be prepared by the facilitator and distributed to the members approximately two weeks before regularly scheduled or special meetings. The preferred communication is electronic mailing.

Similar information and materials will also be mailed to members and other interested people deemed appropriate by the facilitator. Appropriate material will also be posted in the website: <http://www.idahogeothermal.org>.

Any other appropriate information that may be of interest to other members should be forwarded to any of the sub-committee chairs and/or the facilitator for distribution to other members by the facilitator.

Technical Resources

The group may occasionally address geothermal energy-related issues that are technical in nature. Some members of the group, because of their more in-depth involvement with the geothermal energy technology, can act as a technical resource. It may also be necessary to invite other technical experts to talk before the group to learn more about the geothermal energy technology.

The following entities are some of the technical resources available to the Group:

- Washington State University Energy Extension
- Idaho National Engineering and Environmental Laboratory
- National Renewable Energy Laboratory
- Sandia National Laboratory
- Oregon Institute of Technology
- Geothermal Resource Council
- Other organizations promoting renewable energy resources

Other IGEWG members representing the geothermal industries and consulting may also be used as technical resources.

Timetable

The existence of this Working Group will continue while there is an interest among members, and as long as there appears to be a need to collaborate in the development geothermal energy technology in this state. The various working sub-committees will set up reasonable timetables to pursue the specific action initiatives contained in the Strategic Plan.

The Energy Division will continue to provide operational support to the Working Group while funding is available.

Table 1

MEMORANDUM OF UNDERSTANDING

IDAHO GEOTHERMAL ENERGY WORKING GROUP

The signatories to this Memorandum mutually agree that geothermal energy technology should be seriously considered to help meet future energy needs because it is a clean, renewable resource with little environmental impact, can be produced domestically, and has a potential for rural and urban economic development opportunities for Idaho. The members believe that geothermal energy technologies are cost effective for various types of applications including direct use and power generation. Geothermal energy has been used in the state since the 1890s.

The group's purpose is to continue and enhance the development of geothermal energy resources in Idaho for various types of applications including district heating, greenhouse, aquaculture, home heating, power generation and others. It will also scope and promote new and innovative uses of geothermal energy use in Idaho.

- A. Members will designate a representative to the collaborative process. Additionally, members agree to identify personnel within their organization who can attend meetings and participate in group activities or projects such as assisting in technical geothermal energy workshops or seminars sponsored by the IGEWG.*
- B. Members agree to help implement the various strategies and action plans developed by the IGEWG, as appropriate, consistent with their own policies.*
- C. Members agree to examine barriers to the continued development of geothermal energy systems and propose solutions.*
- D. Members agree to educate personnel and/or members within their organizations, industry, governmental groups and the general public on geothermal energy technology and applications in Idaho and surrounding areas.*
- E. Members agree to report their experiences in the promotion, education, project planning and implementation, policy development and other related activities that may help in the continued development of geothermal energy facilities in Idaho.*

The signatories to this Memorandum shall have the authority to commit their organization to the above concepts thereby forming the membership of the Idaho Geothermal Energy Working Group.

**MEMORANDUM OF UNDERSTANDING
IDAHO GEOTHERMAL ENERGY WORKING GROUP**

Organization

Signature/Title/Date

	By: _____ Title: _____ Date: _____
	By: _____ Title: _____ Date: _____
	By: _____ Title: _____ Date: _____
	By: _____ Title: _____ Date: _____
	By: _____ Title: _____ Date: _____
	By: _____ Title: _____ Date: _____

Table 2
List of Invited Member Organizations and Representatives
Idaho Geothermal Energy Working Group
October 2002

Organization	Representative(s) <u>And/or Alternate</u>
Idaho Office of the Governor	Erika Meadows
Idaho Department of Water Resources: Energy Division	Gerry Galinato Warren Weihing
Water Planning	Ken Neely
Water Management	John Carlson
Idaho Water Resources Research Institute	Dr. Roy Mink Julie Scanlin
Idaho National Engineering and Environmental Laboratory	Bob Neilson
Vulcan Power	Steve Munson
U.S. Department of Energy	Curtis Framel
Power Engineers	Bill Lewis Marshall Ralph
Sandia National Laboratory	Roger Hill
Senator Larry Craig's Office	Ken Burgess
City of Boise Public Works	Kent Johnson
Robison/Seidler, Inc.	George McCorkell
Patterson Grant & Watson	Dutch Van Blaricom
Bureau of Land Management	Jack Peterson
Idaho Department of Commerce	Jan Blickenstaff
Idaho Department of Agriculture	Rick Carlson
National Resource and Conservation Service	Jan Tuma
Idaho Farm Bureau	Rick Keller Russ Hendricks
UI Cooperative Extension System	Gary Fornshell
Idaho Rural Electric Cooperative Association	
Kootenai Rural electric Cooperative	Peter Anderson
Idaho Electric Utilities (Idaho Cooperative Utilities Association)	Bud Tracy
Aquaculture Industry	
Lost River Geothermal Co.	Janet Richardson
Fish Breeders of Idaho	Leo Ray
Greenhouse Industry	Garnette Monnie
Oregon Institute of Technology	Kevin Rafferty
Washington State University Energy Extension	Gordon Bloomquist
Idaho State University, College of Engineering	Jay Kunze
U.S. Geothermal, Inc.	Doug Glaspey
Idaho Public Utilities Commission	Bill Eastlake

Table 3
Idaho Geothermal Energy Working Group
Role of the Idaho Energy Division and Duties of Facilitator

Role of the Idaho Energy Division

1. Provides facilitator for the working group (WG).
2. Provides secretarial and other administrative staff support for the working group.
3. Provides technical staff support.
4. Provides meeting/conference rooms for the working group or sub-committee meetings.
5. Provides audio-visual equipment during meetings.
6. Provides partial funding to operate the working group, if funds are available.
7. Solicit funds from various sources to operate the working group.

Duties of Facilitator

1. Acts as facilitator for the working group members and the Steering Committee.
2. Schedules WG and Steering Committee meetings.
3. Coordinates the implementation of various action items in the strategic plan.
4. Coordinates with the various sub-committee chairs on implementation issues.
5. Updates members of the WG during regular and special meetings.
6. Communicates with the WG members on geothermal energy development activities.
7. Participates in sub-committee meetings as appropriate.
8. Represents the WG in regional and national state coordinators' meetings.

Table 4

Idaho Geothermal Energy Working Group

Role of the Sub-committee

1. Prioritizes action items for specific strategic objectives.
2. Sets milestones for accomplishing the various action items.
3. Meets regularly to address implementation processes, issues and progress.
4. Establishes methodology for communicating to sub-committee members.
5. Assigns sub-committee member's responsibility for action items.
6. Adds action items if needed with approval by the IGEWG's Steering Committee.

Duties of Sub-committee Chair

1. Acts as facilitator for the members of a specific committee.
2. Schedules sub-committee meeting(s) to update sub-committee on strategic objective/action items progress.
3. Coordinates the implementation of the various action items as contained in the specific strategic objective being accomplished.
4. Coordinates with the facilitator of the Idaho Geothermal Energy Working Group on implementation issues.
5. Coordinates with the other sub-committee chairs on related issues affecting the specific sub-committee's strategic objective.
6. Updates the members of the Idaho Geothermal Energy Working Group during its regular or special meetings on activities of the sub-committee.
7. Reports to IGEWG facilitator any geothermal energy development activities that are of interest to IGEWG members.

Table 5

Idaho Geothermal Energy Working Group Sub-Committees (July 2003)

Idaho Geothermal Energy Working Group

Facilitator: Gerry Galinato, Idaho Energy Division
1301 N. Orchard St
Boise, ID 83706
208-327-7963 (phone)
208-327-7866 (fax)
ggalinat@idwr.state.id.us

Sub-committees

1. Education and Public Awareness (Objective 1)

Chair: Julie Scanlin, IWRRI
800 Park Blvd, Plaza 4 #105
Boise, ID 83712
208-422-0737
jscanlin@uidaho.edu

Members: Bob Neilson, Jr., INEEL
Gary Fornshell, UI Extension
Others ?

2. Promotion of Water Policies (Objective 3)

Chair: Kent Johnson, Boise City Public Works
PO Box 500
Boise, ID 83701
208-378-0962
kjohnson@cityofboise.org

Members: Leo Ray, Fish Breeders of Idaho
John Carlson, IDWR
Warren Weihsing, Idaho Energy Division

3. Establishment of Laws and Policies (Objective 4)

Chair: Doug Glaspey, U.S. Geothermal, Inc.
1509 Tyrell Lane #13
Boise, ID 83706
208-424-1027
dglaspey@uscobalt.com

Members: Curtis Framel, USDOE

Bob Neilson, Jr., INEEL
Bill Lewis, Power Engineers

4. Technical Knowledge and Understanding (Objective 5)

Chair: Ken Neely, IDWR
1301 North Orchard St
Boise, ID 83706
208-327-5455
kneely@idwr.state.id.us
Members: Helen Harrington, IDWR
Deb Parlman, USGS
Patrick Lancy, INEEL

5. Financial Assistance (Objective 6)

Chair: Warren Weihing, Idaho Energy Division
1301 north Orchard St
Boise, ID 83706
208-327-7961
wweihing@idwr.state.id.us
Members: Curtis Framel, USDOE
Jerry Miller, IDC
Jan Tuma, NRCS
Terry Hoebelheinrich, Idaho Energy Division
Others ?

6. Innovative Use of Geothermal Energy (Objective 7)

Chair:
Members: Bob Neilson, Jr., INEEL
Bill Lewis, Power Engineers
Janet Richardson, Lost River Geothermal Co.

7. Geothermal Electric Power Development (Objective 8)

Chair: Bob Neilson, Jr., INEEL
PO Box 1625 MS 3830
Idaho Falls, ID 83415
208-526-8274
rmn@inel.gov
Members: ?

Figure 1

Idaho Geothermal Energy Working Group Organizational Chart

